



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

HUMAN SRVS PROG BRANCH MANAGER

Job Number: 20001151

Job Code: 62830V000101

Job Group: 6200 - HUMAN SERVICES

Job Established: 06/16/1982

Job Revised: 05/16/2008

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises employees and coordinates the administration of all programs and services for a major human services program branch; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have four years of professional experience in the administration of human services programs.

Substitute EDUCATION for EXPERIENCE:

A master's degree in social work, health administration, labor relations, public or business administration will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:

Administrative or business experience, or professional, subprofessional or clerical work in a human services area will substitute for the required college on a year- for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Controls and coordinates the work of employees providing human services to the residents of Kentucky. Monitors program status through reports, staff meetings and on site visits. Provide technical assistance to subordinate supervisors and employees. Assesses the need for training and requests that appropriate training programs be developed and implemented. Monitors program budget. Participates in the formulation of the branch's biennial budget request. Assists superiors in defining program goals, objectives, accomplishments, and problem areas. Requests and oversees the preparation of reports and the maintenance of required records. Develops and recommends policy and procedure alternatives pertinent to branch operations. Evaluates the performance of employees. Interviews and makes recommendations on potential employees. Counsels with problem employees and initiates disciplinary action when appropriate. Recommends promotions and salary advancements. Interprets and enforces rules and policies.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title typically perform duties in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.